

Director – Medical Laboratory Board
(Regulatory Board Administrative Director 2)

Tennessee Department of Health, Division of Health Licensure and Regulation

Salary Range \$3,924 - \$7,064

The Tennessee Department of Health (TDH), Division of Health Licensure and Regulation (DHLR) is seeking a Regulatory Board Administrative Director 2 to serve as Director for the Tennessee Medical Laboratory Board and its administrative staff. This executive service position reports directly to the Director of the Office of Health Related Boards. This position provides leadership and management by directly supervising three administrative staff members (a consultant, a board administrator, and a licensing technician) and indirectly supervising seven consultants, who perform state surveys for the board.

Description:

The Director and the administrative staff are responsible for the licensure of medical laboratory professionals; clinical, anatomic, and molecular laboratory facilities; blood donor centers; plasmapheresis centers; collection stations; and training programs for medical laboratory personnel in Tennessee.

Primary Responsibilities:

1. Ensure all licenses and renewals are issued in a timely manner.
2. Draft and post board notices to the TDH website.
3. Monitor and update the TDH website based on board activities.
4. Prepare for all board meetings and follow-up on all action items for board meetings.
5. Provide effective customer service.
6. Make appearance on behalf of the board in response to legislative and/or Comptroller activity.
7. Review and opine on the fiscal impact of all proposed legislation impacting the licensure mechanism for the board.
8. Monitor continuing education requirements for compliance.
9. Review facility surveys for compliance with statute and rules.

10. Perform initial review and on-site campus survey for certification of medical laboratory training programs. Review student laboratory and accessibility to those arenas representing both didactic and motor skill in working with laboratory equipment.
11. Visit campuses to review compliance with 1200-06-02 Rules and Regulations Governing Medical Laboratory Training Programs.
12. In coordination with the board's attorney, provide initial review of complaints involving personnel, facilities, and training programs.

Qualifications:

Tennessee Medical Laboratory license, in good standing, preferred.

Graduate of an accredited college or university with a bachelor's degree or higher, along with experience equivalent to four (4) years of full-time increasingly responsible medical laboratory technology work in an approved medical laboratory performing general laboratory work (additional graduate coursework in medical technology may be substituted for one year of the required years of experience).

Valid driver's license.

Interested applicants should submit a resume and cover letter to:

Vanessia London, Human Resource Analyst 3
Tennessee Department of Health
Division of Health Licensure and Regulation
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